



DEPARTMENT OF THE NAVY  
COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND  
FPO AE 09501-6008

IN REPLY TO:

COMUSNAVCENT/COMFIFTHFLTINST 1327.1D  
N1  
24 Jan 08

COMUSNAVCENT/COMFIFTHFLT INSTRUCTION 1327.1D

Subj: FUNDED AND UNFUNDED ENVIRONMENTAL AND MORALE LEAVE

Ref: (a) DOD Directive 4515.13R  
(b) Deputy Secretary of Defense memo of 22 Oct 02  
(c) DOD Directive 1327.5  
(d) JFTR U7207 and JTR Appendix S  
(e) DOD Directive 4500.9E  
(f) USCENTCOM Regulation 630-2  
(g) OPNAVINST 4650.15

Encl: (1) Checklist for Funded Environmental and Morale Leave (FEML)  
(2) COMUSNAVCENT Funded EML Request  
(3) Funded EML Request

1. Purpose. To establish procedures for administration of Funded Environmental and Morale Leave (FEML) and Unfunded Environmental and Morale Leave (UEML) for all personnel assigned to COMUSNAVCENT and subordinate commands.

2. Cancellation. COMUSNAVCENT/COMFIFTHFLTINST 1327.1C.

3. Background. Pursuant to authority contained in references (a) through (g), the Assistant Secretary of Defense (Manpower, Personnel and Administration) has authorized FEML and UEML programs for personnel assigned to Bahrain and other locations throughout the U.S. Central Command (USCENTCOM) Area of Responsibility (AOR). Reference (f) contains guidance for USCENTCOM component commands.

4. Scope. This instruction applies to all Department of Defense (DOD) personnel assigned to COMUSNAVCENT and subordinate commands in the USCENTCOM AOR. This instruction is a major revision and should be read in its entirety.

5. Eligibility. Eligibility should not be confused with entitlement; Commanders and supervisors may decide, based on mission requirements or other considerations, to deny a request for EML.

a. Funded Environmental and Morale Leave (FEML). The personnel categories listed below are eligible for FEML.

(1) To be eligible to use FEML service members must be assigned to an authorized FEML location identified in reference (d). This includes voluntary extensions which incur an obligation of at least 24 to 36 consecutive months. Eligible participants may take no more than one FEML trip per year.

(2) An active duty member assigned to or obligated to a 24-month tour is eligible for one round trip FEML.

(3) An active duty member assigned to a 36-month tour is eligible for two round trip FEMLs. No more than two trips are authorized for any tour.

b. Unfunded Environmental and Morale Leave (UEML). Personnel may take no more than two UEML trips per 12-month period. The personnel categories listed below are eligible for UEML.

(1) All active duty military personnel.

(2) Service members assigned or obligated to a 12-month tour shall be eligible for one UEML, no waiver required.

(3) Service members assigned or obligated to an 18-month tour shall be eligible for two UEMLs, no waiver required.

(4) Service members assigned or obligated to at least a 24-month tour shall be eligible for one funded round trip FEML and three UEMLs.

(5) U.S. citizen civilians of the DOD, when eligible for government transportation to the U.S. upon completion of their tours. This includes non-appropriated fund employees who are recruited from the U.S. on duty with the Armed Forces.

(6) Full-time paid personnel of the American Red Cross on duty with the military services when the senior representative of the agency concurs.

(7) Full-time paid personnel of the Uniform Services Office (USO) professional staff when the requirements of reference (f) are met.

(8) Department of Defense Dependent School (DODDS) teachers.



6. Procedures. References (b) through (f) provide guidance for the FEML program. Personnel desiring to take FEML must apply through their chain of command (enclosure (1) is provided as a checklist). The following applies:

a. Orders will not be issued for individuals to take more than two UEML trips in any 12-month period, more than one FEML while serving on a 24-month tour or two FEMLs while serving on a 36-month tour. The initial 12-month period (first year) begins on the date a member arrives on station and is accounted for in the same manner for each succeeding year. Trips cannot be accumulated from year to year.

b. Per reference (f), members may not perform FEML travel within six months of the beginning or end of their tour of duty. A waiver must be approved by Chief of Staff.

c. COMUSNAVCENT personnel (military/GS) will complete enclosure (2) and members assigned to other commands will complete enclosure (3) and route through their chain of command.

d. Personnel who receive permission to take FEML travel must attempt to travel to Baltimore, MD (designated FEML location) using military air resources.

(1) If travel to Baltimore, MD via military aircraft or military charter is not available, and cost effective to government, personnel may be authorized to travel to an alternate destination.

(2) Travelers who elect travel to other than the authorized FEML destination when space available transportation is available to the location are not eligible for U.S. Government procured commercial transportation or reimbursement for commercial transportation. Additionally, when space available transportation is available to the alternate destination, it must be used.

(3) Where possible, travel should be scheduled to make maximum use of Air Mobility Command (AMC) flights. While eligible participants may be provided commercial air transportation at government expense between the FEML duty locations and the authorized FEML relief destination, it is DOD policy that space available AMC transportation must be used, if available within a reasonable time. A reasonable time is defined as 72 hours after the scheduled departure time. Inconvenience, no guaranteed seats, or the possibility of being delayed or

bumped from an AMC flight are not adequate justifications to use commercial air when AMC service is available.

(4) Whether military or commercial resources are used, participants may travel to destinations other than those approved by the Assistant Secretary of Defense for Force Management Policy when airline schedules or rates are more advantageous to the government. When such deviations are made, total transportation costs to the government cannot exceed the costs that would have been incurred if the participants had traveled to and from the designated FEML relief destination.

(5) If military air resources are determined not to be available, the member will be issued a statement of non-availability from Navy Passenger Transportation Office (NAVPTO) at NSA Bahrain. A statement of non-availability will be issued when the manifest for all space-required and space-available seats reserved for COMUSNAVCENT/NSA Bahrain on a military air resource flight is full. Personnel who receive statements of non-availability must make a reasonable effort to obtain and use commercial air transportation within the authorized 72-hour window for beginning FEML travel.

(6) Commanders must document the specific circumstances when military air resources cannot be used. The USCENCOM Inspector General may review such documentation during inspection visits.

e. Personnel who receive statements of non-availability for space-available travel under FEML may elect to fly to Baltimore, MD or another destination via commercial air.

f. The members chain of command (COC) will determine mode of transportation for FEML request as defined in reference (d). Fill-out and route enclosure (2) to proper COC, once approved, submit FEML through Defense Travel System (DTS) using appropriate FEML accounting data. The DTS Authorizing Official (AO) will determine and approve airfare entitlement per the guidance of reference (d).

Example: Member is authorized FEML commercial flight (See notes)

Requested location: San Diego CA (leave place)

Fare Cost: \$2,100 (GTR) (Bahrain to San Diego CA)



FEML airfare entitlement: \$1,800 (estimated GTR during time of travel) (Bahrain to Baltimore, MD) since Baltimore MD is cost effective for the government, the member's entitlement is via Baltimore, MD.

Option: Member has the option to exchange airfare entitlement from Bahrain - Baltimore, MD to Bahrain - San Diego CA and pay the difference through CTO.

Notes:

1. Per reference (d), a member taking FEML trip must use military air transportation on "a space available" basis if reasonably available to the authorized or alternate destination or must use commercial air transportation if military air transportation is not reasonably available.

2. Commanders (ACOS) must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) which affect scheduling of FEML.

g. For GS civilian employee of NAVCENT/C5F, if the civilian employee directly reports to The Chief of Staff (COS) then the COS is the approving official and for all others the ACOS. Once FEML request is approved, submit FEML request to COMUSNAVCENT N1 department or HRO Bahrain as applicable for verification of entitlements.

h. All FEML participant must liquidate travel expense through DTS. Military personnel are required to turn in NAVCOMPT Form 3065 (Leave Request/Authorization) to Admin Office within three days after returning from their FEML trip.

7. Funded Environmental and Morale Leave Transportation

a. Pursuant to reference (f), FEML commercial air travel to an alternative destination must be conducted under the Fly America Act. If available to the alternate destination, travel shall be taken on an American flagged air carrier or a foreign flagged carrier under a code share agreement.

(1) Code share agreements exist to CONUS and several European cities. The NAVPTO will provide details concerning destinations that have code share service by foreign flagged carriers from Bahrain.

(2) Members electing CONUS as their alternate FEML destination must use space-available military air resources if available.

8. UEML Procedures. Personnel desiring to take UEML must apply through their chain of command. The following applies:

a. Member processes Leave Request Form through the chain of command. The member must indicate in block 10 that UEML will be utilized.

b. Member obtains approved Leave Request Form and UEML orders from Admin.

c. Member must turn in the Leave Request Form to the Admin Office within three days after returning from their UEML trip.

(1) The member will not receive the monetary difference if the cost of commercial travel is less than the GTR fare for a round trip from the FEML duty location to Frankfurt.

9. Unfunded Environmental and Morale Leave Transportation

a. The UEML program may use either regularly scheduled AMC channel aircraft or opportune airlift. All persons traveling under the provisions of this regulation must travel under orders specifying the authorized destination(s). The UEML orders are valid only when traveling between the origination site and the destination(s) listed.

(1) Active duty military personnel who desire to proceed beyond the destination(s) specified in their UEML orders, may do so, but UEML procedures will not apply and subsequent travel will be governed by reference (f).



(2) To increase the probability of obtaining space-available seating on a departure flight from Bahrain, the member can sign up at PCP two weeks prior to commencement of job and house hunting for the AMC flight. Members taking UEML or regular leave can sign up at the AMC terminal the day of the flight.

(3) Personnel ineligible for normal space-available (Category 2B) privileges are not allowed to proceed via DOD owned or operated aircraft beyond the destination(s) authorized in their UEML orders.

(4) A complete explanation of space available travel categories is contained in reference (e).

#### 10. Responsibilities

##### a. Participating individuals:

(1) Passengers are authorized two pieces of checked baggage and one carry-on piece. Checked baggage may not exceed 62 linear inches (length plus width plus height) or 70 pounds for each piece. Carry-on baggage must fit under the seat and may not exceed 45 linear inches. Excess baggage is not authorized for space available passengers.

(2) Military members and civilian employees must be in a leave or TAD status to participate in EML. Personnel under EML orders will be charged leave for the entire period, including the time necessary to travel to and from the designated EML destination and any periods awaiting transportation.

(3) All personnel are required to comply with directives and requirements pertaining to passports and visas, foreign customs and immunizations.

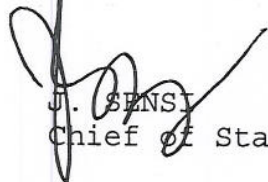
(4) All expenses associated with travel are the traveler's responsibility.

b. Admin Officers will maintain, at a minimum, the following:

(1) Travel voucher/claim logbook for 3 years

(2) FEML applications for 3 years

- (3) FEML orders (all revisions) for 3 years
- (4) Six month waivers or extensions of PRD for 3 years
- c. Comptroller will maintain, at a minimum, the following:
  - (1) Invoice from Travel Agency with supporting documentation (ticket copies).
  - (2) Copy of PCP authorization
  - (3) Travel amount in U.S. dollars
  - (4) Travel vouchers
  - (5) Pertinent funding documentation

  
J. SENSE  
Chief of Staff

Distribution:  
COMUSNAVCENT/COMFIFTHFLTINST 5216.1E  
Lists I and II



**Checklist for Funded Environmental and  
Morale Leave (FEML)**

1. \_\_\_\_\_ Member completes and routes FEML application  
(Encl (2) or (3)).
2. \_\_\_\_\_ Admin Office processes FEML application.
3. \_\_\_\_\_ FEML TAD request is inputted into DTS by member.
4. \_\_\_\_\_ Once DTS COC / Comptroller approved DTS request  
member will print the orders.
5. \_\_\_\_\_ Pick up paper tickets at NAVPTO if E-ticket is not  
available.
6. \_\_\_\_\_ Member takes FEML.
7. \_\_\_\_\_ FEML participant liquidate travel expense through DTS  
and turn-in FEML orders, military personnel submit NAVCOMPT form  
3065 (Leave Request/Authorization) within three days after  
returning from FEML trip to Admin Office.

Enclosure (1)

**COMUSNAVCENT FUNDED EML REQUEST**

\_\_\_\_\_  
DATE

From: \_\_\_\_\_

(Rank/Rate, Name, SSN, Department)

To: Comptroller, U.S. Naval Forces Central Command

Via: (1) Department Head  
(2) Admin Department LCPO  
(3) Admin Officer

Subj: REQUEST FOR FUNDED ENVIRONMENTAL AND MORALE LEAVE

Ref: (a) COMUSNAVCENT/COMFIFTHFLTINST 1327.1C  
(b) CENTCOM Regulation 630-2  
(c) JFTR U7207

1. I respectfully request Funded Environmental and Morale Leave (FEML). I certify that I am assigned to COMUSNAVCENT on PCS orders for at least 24 months.

2. By my signature below, I acknowledge that I have been advised about the requirements of the "Fly America Act." I understand that FEML travel must be accomplished on U.S. airlines or with code sharing foreign airlines, if available. I further understand that funding for FEML travel applies only to the cost of the commercial airline ticket. Package tours, such as those that include hotels, tours, cruise packages and rental cars are prohibited.

3. I request the FEML travel to begin on \_\_\_\_\_ and end \_\_\_\_\_. As applicable, I will adhere to the Foreign Clearance Guide requirements. My destination is \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

Enclosure (2)



FIRST ENDORSEMENT

From: ACOS/HRO/N1: \_\_\_\_\_

1. Forwarded, recommending approval/disapproval.
2. If recommending disapproval, the following reason is provided:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

SECOND ENDORSEMENT

From: Admin Department LCPO / NAVCENT N1 /HRO BAHRAIN

1. Date member reported onboard: \_\_\_\_\_ PRD: \_\_\_\_\_
2. The member has taken \_\_\_\_\_ FEML trips since reporting onboard.
3. The current round trip fare to Frankfurt is \$\_\_\_\_\_.
4. Forwarding recommending **approval/disapproval**.
5. If recommending disapproval, the following reason provided:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

THIRD ENDORSEMENT

From: Admin Officer

1. Forwarded recommending **approval/disapproval**.
2. If disapproved, the following reason is provided:

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ADMIN OFFICER



**FUNDED EML REQUEST**

\_\_\_\_\_  
DATE

From: \_\_\_\_\_

(Rank/Rate, Name, SSN, Command)

To: Activity Comptroller

Via: (1) Department Head  
(2) Admin Officer  
(3) NAVPTO

Subj: REQUEST FOR FUNDED ENVIRONMENTAL AND MORALE LEAVE

Ref: (a) CENTCOM Regulation 630-2  
(b) JFTR U7207

1. I respectfully request Funded Environmental and Morale Leave (FEML). I certify that I am assigned to a subordinate command in the COMUSNAVCENT AOR on PCS orders for at least 24 months.

2. By my signature below, I acknowledge that I have been advised about the requirements of the "Fly America Act." I understand that FEML travel must be accomplished on U.S. airlines or with code sharing foreign airlines, if available. I further understand that funding for FEML travel applies only to the cost of the commercial airline ticket. Package tours, such as those that include hotels, tours, cruise packages and rental cars are prohibited.

3. I request the FEML travel to begin on \_\_\_\_\_ and end \_\_\_\_\_. As applicable, I will adhere to the Foreign Clearance Guide requirements. My destination is \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

Enclosure (3)

FIRST ENDORSEMENT

From: Department Head

1. Forwarded, recommending **approval/disapproval**.
2. If recommending disapproval, the following reason is provided:

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\_\_\_\_\_  
DEPARTMENT HEAD

SECOND ENDORSEMENT

From: Admin Officer

1. Date member reported onboard: \_\_\_\_\_ PRD: \_\_\_\_\_
2. The member has taken \_\_\_\_\_ FEML trips since reporting onboard.
3. The current round trip fare to Frankfurt is \$\_\_\_\_\_.
4. Forwarding recommending **approval/disapproval**.
5. If recommending disapproval, the following reason provided:

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\_\_\_\_\_  
ADMIN OFFICER



COMUSNAVCENT/COMFIFTHFLTINST 1327.1D  
24 Jan 08

THIRD ENDORSEMENT

From: Navy Passenger Transportation Office, NSA Bahrain

1. An Air Mobility Command (AMC) flight is available/not available for this requested flight date.

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NAVPTO REPRESENTATIVE